

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

APPLICATION FOR RECORDS RETENTION SCHEDUL INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, the light that so less the four or in the court resource callust Attention: Scheduling Section, FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Application Number Department of Natural Resources Environmental Protection Division 270 Washington Street, S.W. July 20, 1977 Application Number Date Received Date Completed Atlanta, Georgia 30334 30 30 30 4 1977 Muchicipal WastewayBrking Title. 2. Person to Contact Telephone Number Nancy Johns Secretary 4708 3. Action Requested เมืองที่ ครี อว รูรที่ และ อิดีต สะเหียะออก และเพลเร็จการณีใ a. 

Establish Retention Schedule: record will continue to accumulate. ห ได้เกิด b. \* Dispose of present accumulation; no further accumulation anticipated. C. State Amend Application No. 73-585 அம்மும் Check One: ®k Change பெ Supercede; ப Void மல்லும் பி அம்முல் மி 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest WASTEWATER TREATMENT FACILITY FILE processes in a second process of the following of the second process of the 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? This property represents that the select belong the first through any orders will all the analtumani nonkoga & berhana (2) O Colerctor Years 12 Places Years C Other .nsn. \_\_ Cossis ashit to smart - to the Comment **กร**เสี ((-) เมื่อง .... . 🗱 សែកភាព 🏬 🔻 blod , se in projetod tsee of more no it : la mo /\_\_\_ ivita y ( ) tekki) 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Included are: these less contents apply to all prim and future accumuscions of the vents.

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1	*twenty-five months and older?	State Auditor/Designee	.២៦១០១០ពុន មក 🕍 👈
9.	Annual Rate of Accumulation of Records  Letter-size drawers; Legal-size drawers; Sh	elves Other (specify	) <u>হল্প প্রকাশ </u>
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| Records Management Offices | Afterstalls

File is arranged:

Site the the official copy of the series?	YES NO 10.	Questionnaire	(Place an "X	" in the proper co	olumn) .	
b. Oos the series contain confidential information requiring security handling? If yes, cite lew or regulation.  C. Is this a vipil record?  d. Does this series have historical or long term research value?  e. When one or two documents in the file make It necessary to keep the entire file for a long period, could these documents be globeduled searcester?  f. Is the information contained in this series were analyzed and/or recorded in a summerized report?  If yes, strash copy.  h. Is there aduption on ontained in this series were analyzed and/or recorded in a summerized report?  If yes, strash copy.  h. Is there aduption on ontained in this series over analyzed and/or recorded in a summerized report?  If yes, strash copy.  h. Is there aduption on ontained in this series over analyzed and/or recorded in a summerized report?  If yes, strash copy.  h. Is there aduption on ontained in this series were oblished?  If yes, strash copy.  h. Is there aduption on ontained in this series were oblished?  If yes, strash copy.  If yes, strash copy.  A use therefore the cond of the series in your office, or in another office or spency?  If yes, strash copy.  A use the end of long period, could these decrease analyzed and/or recorded in a summerized report?  If yes, strash copy.  J. Is, this series the end of yes analyzed and/or recorded in a summerized report?  If yes, strash copy.  J. Is, this series the end of yes analyzed and/or recorded in a summerized report?  If yes, strash copy.  J. Is, the series the end of yes analyzed and/or recorded in a summerized report?  If yes, strash copy.  J. Is, the series the end of yes analyzed and/or recorded records controlled in years.  A definition of years analyzed and/or recorded in a summerized report?  If yes, strash copy.  A dudit period of years analyzed and/or recorded in a summerized report?  If yes, strash copy.  J. Is, the information on the series in an understrash ye	a.			series?		- T
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Transfer to local holding area, hold	☐ Hold in t	the current files	area	month(s)	vear(s): then	
Transfer to State Records Center; hold					•	
□ Transfer to State Archives for permanent retention. □ Other (Specify): change section d "Wastewater Treatment Facility Permit File" disposition instructions to: Cut off file each fiscal year, hold in current files area 5 years, transfer to State Records Center, hold 5 years; destroy.  These instructions apply to all prior and future accumulations of the series.  Agency Head/Designee (Signature) Date Records Management Officer (Signature) Date  Additional Property of State Auditor/Designee  State Records Committee (Signature) Date  Recommendations in paragraph 12 are approved.  (If disapproved, attach letter of explanation.)  State Auditor/Designee  Cavall Hart 7-29-7  Attorney General/Designee	☐ Transfer	to State Record	ds Center; hold	yea	r(s); then	
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### APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT, DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

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FOR AGENCY USE	1. Agency Address		-	FOR RECORDS	MANAGEMENT USE
Application Date 14, 1977	Department of Na		Application Number		
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Application Number	- Atlanta., Georg	1a 30334 · · ·	***	Date Received	Date Completed
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2. Person to Contact Nancy J. Johns/John	Hearn	Working Records Managme	Title ent Office	r	Telephone Number 3527
3. Action Requested	D. S. W.		196	-	
a.   Establish Retention S  b.   Dispose of present ac	cumulation; no further accu	umulation anticipated			vstal out
c. XX Amend Application N 4. Dates of Series					
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		icial copy of the se	ries?		. 1.		, N
	b. Does the serie		tial information	requiring sec	curity handling? If y	es, cite law or regula	ation;
	c. Is this a vital	record?		<u> </u>		4	
<del>                                     </del>		es have historical or	r long term resea	rch value?			
	e. When one or	two documents in t	he file make it r		keep the entire file fo	or a long period, cou	ld these
<b></b>		scheduled separate					
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	g. Is the information of the second of the s		this series ever a	nalyzed and/	or recorded in a sum	marized report?	
		lication of this seri	es in your office	, or in anoth	er office or agency?		
			of it) regularly r	nicrofilmed?			
l		rd series result in a					
11. Rete	ention Requirements	The f	ollowing require	s the series t	o be kept:		
a. S	itate Law	1	vears.	d. A	Audit period		years.
	statute of limitation				Administrative need		years.
c. F	ederal law	9	years.	f, F	Federal retention inst	ructions	years.
)						•	
Atta	ch copy or excerpt of	laws or regulations	. Explain admin	istrative need	· ·		•
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12. Apo	roved Disposition Ins	tructions This	agency recomme	ends that the	file series be cut off	at the end of each:	
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E .	fold in the current fil		·		); then		
	Transfer to local holdi	•	• • • • •				
_	Fransfer to State Re∝	ords Center; hold	year	(s); then			
	Destroy. Fransfer to State Arch	ives for normanest	retention				
4	Other (Specify)	lives for permanent	retention.				
<u> </u>	one (open,)		¥				
	Retain in curre destroy.	ent files area	a 3 years;	transfer	to State Recor	ds Center; ho	ld 12 years;
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The	se instructions apply	to all prior and fut	ure accumulatio	ns of the seri	es.		
Ì							
Agency	Head/Designes (Sign	ature)	Date	Records Ma	anagement Officer /	Signature)	Date
	/			0.1			21
LS.K	- Harrelson	(91)	3/14/77	you	ARcom		3/14/77
0	· .			Sta	te Records Committe	ee (Signature)	Date
Recomm	endations in para-	<del></del>		7		1	
1	are approved.	State Audito	or/Designee	1 ha	- She	~~(	13-28-77
1	proved, attach letter	( )QK		1	, 1		<b>-</b>
of explai	nation.)	Secretary of	ate/Designee	Cas	roll Har	<b>7</b>	3-25-77
]		7			1711	, 1	
		Attorney Gen		/ //			13.29-77



Joe B. Tanner

James H. Pittman

## Department of Natural Resources

OFFICE OF ADMINISTRATIVE SERVICES
270 WASHINGTON ST., S.W.,
ATLANTA, GEORGIA 30334
(404) 656.2795

#### WASTEWATER TREATMENT FACILITY FILE

a. City and County Wastewater Treatment Facility file.

Documents relating to the planning, construction, and operation of city and county wastewater treatment facilities.

Included are Federal Need Survey forms (EPA-1; OMB no. 158-80017); correspondence; newspaper clippings; and related general information.

File is arranged alphabetically by location.

Disposition: Cut off each calendar year; hold 5 years in current files area; transfer to Records Center, then hold 10 years; then destroy.

Rationale: Files must be kept in current files area 5 years due to high reference value and administration purposes; Records Center for 10 years for possible use in legal-enforcement cases in conjunction with the Georgia Water Quality Control Act (Act No. 870, 1964).

b. Individual Wastewater Treatment Facility File.

Documents relating to the planning, construction, and operation of individual wastewater treatment facilities.

Included are correspondence, publications, newspaper clippings, and related general information.

File is arranged alphabetically by location.

Disposition: Cut off each calendar year; hold 5 years in current files area; transfer to Records Center, then hold 10 years; then destroy.

Rationale: Files must be kept in current files area 5 years due to high reference value and administration purposes; Records Center for 10 years for possible use in legal-enforcement cases in conjunction with the Georgia Water Quaility Control Act.



Joe B. Canner

James H. Pittman

## Department of Natural Resources

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c. Wastewater Treatment Facility Engineering Report File

Documents relating to feasibility studies and the construction of wastewater treatment facilities.

Included are construction and operation specifications; financial projections; surveys of the use and growth potential of facilities and community; environmental impact analysis; contractor's bid form (11-14).

File is arranged alphabetically by location.

Disposition: Remove from active files upon issuance of operating permit; place in inactive file; retire to Archives each January 1.

Rationale: Series documents the social, economic, and environmental impact of wastewater treatment facilities upon affected communities.

d. Wastewater Treatment Facility Permit File

Documents relating to the construction and operation of wastewater treatment facilities.

Included are applications for permit (WQ 1.3); basis of design data (WQ 1.4.); construction bonds; operation and maintenance bonds; and other related technical documents.

File is arranged alphabetically by location.

Disposition: Cut off each calendar year; hold in current files area 15 years; retire to Archives.

Rationale: Permits are used by agency attorneys in legal-enforcement cases involving compliance with the Georgia Water Quality Control Act. The permits also have detailed descriptions of physical equipment at each facility and are used to prepare annual reports on all facilities in operation.



Jue B. Canner COMMISSIONER

James H. Pittman

## Department of Natural Resources

OFFICE OF ADMINISTRATIVE SERVICES
270 WASHINGTON ST., S.W.,
ATLANTA, GEORGIA 30334
(404) 656-2795

e. Application for Wastewater Treatment Facility Federal Grant File

Documents relating to the procurement of Federal funds for the construction and operation of wastewater treatment facilities.

Included are Comments and Recommendations of State, Metropolitan or Regional Planning Agencies (RO4-1499-64); Applicant's Statement on Planning; Agency Review Applications for Construction Grants under 33USC 466, et. seq. (RO4-1584-64); Assurance of Compliance with HEW, Civil Rights Act of 1964 (HEW-441); Environmental Assessment form; Application for Federal Assistance (EPA form 5700-12).

File is arranged alphabetically by location of proposed facility.

Disposition: Upon approval of grant place in Approved Wastewater Treatment Facility Federal Grant File.

Rationale: All applications for Federal grants are eventually approved (4-5 years average; 10 years maximum).

f. Approved Application Wastewater Treatment Facility Federal Grant File

Documents realting to the procurement of Federal funds for the construction and operation of wastewater treatment facilities.

Included are Comments and Recommendations of State, Metropolitan or Regional Planning Agencies (RO4-1499-64); Applicant's Statement on Planning; Agency Review Applications for Construction Grants under 33 USC 466, et. seq. (RO4-1584-64); Assurance of Compliance with HEW, Civil Rights Act of 1964 (HEW-441); Environmental Assessment form; Application for Federal Assistance (EPA form 5700-12).

File is arranged alphabetically by grantee.

Disposition: Cut off each calendar year; hold in current files area 5 years; retire to Archives.

Rationale: Federal law requires this series to be kept a minimum of 3 years after acceptance (Federal Register, vol. 38, no. 151, p. 21343). The grants must be retained permanently to provide statistical data in determining cost trends, construction time, and equipment being used at each facility.

STATE 313-16 ...

		OSITION STANDARD	DEPARTMENT OF ARCHIVES & HISTORIAN RECORDS MANAGEMENT DIVISION	)#I
1. Application Date 12/7/1973 2. Agency Application No. EPD-WQ	front and reverse of this part forward to Department of Records Management Officer.	rate instructions for completion of form. Sign original and two copie of Archives and History, Attention	DEC 7 - 1973 73 -	tion No. Date Completed
Department of Na Environmental Pr	otection Division, Wat Building, 47 Trinity	er Quality Control S Avenue S.W.	Li Person to Contact ec. Mrs. No Steno III	ancy Johns 6 1e1 1e2 6 56-4708
	STED  H DISPOSITION STAND  ILL CONTINUE TO ACC		POSE OF PRESENT A	ACCUMULATION;
8.Earliest & Lat Dates of Seri 1930 - date	es	Title STEWATER TREATMENT FA	ACILITY FILE	
The Environmen and improvemen development, a	enction of the office in tal Protection Division to fit the state's environd the enforcement of l, water supply, air quiton.	n is responsible for onmental quality thro regulatory legislatio	the maintenance ough research, progr on in the areas of w	vater
ll. This file cont and file arran	tains the following doc agement).	uments (include form	numbers and titles	, if any,
( see attached	sheets)			

#### ATTACH SAMPLES OF THE FILE

12.	EQUIPMENT OCCUPIED	No. of Drawers	Cu. Pt. of Records		No. of	Drawers	Cu. Pt. of Record
	Letter-size File Drawers	60	90	ARRUAL RATE OF ACCUMULATION	10		15
	Legal-mize File Drawers			Fioor Space Occupied (Square Feet)	In orr:	ice(a)	In Storage Area(s
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Form: AR-50-71

	P <del>.</del>	GE 2
QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES	NO
13. Is this the Record Copy of the series?	[ ]	[]
14. Is there a duplication of this series in another office or agency?	[ ]	[ ]
15. Is the information contained in this series ever summarized or published?  Attach copy of summary or publication.	[ ]	[ ]
16. Does the series contain classified information requiring security handling?	[]	[ ]
17. Does the series initiate, amend or terminate agency policies and procedures?	[ ]	[ ]
18. Could the function be performed if the files were lost or destroyed?	[ ]	[ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ]	[ ]
20. Does the record series provide data as input to an EDP file?	[ ]	[ ]
21. Does the record series contain documentation produced as EDP printout?	[ ]	[ ]
22. Has the Federal Government issued instructions governing the retention/dispo- sition of these files?	. [ ]	[ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[]	[]
24. REQUIREMENTS. The following requires the files to be keptyears:	·	٠
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[]ADMINISTRATIVE f.[]HISTOLAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement)		L
( see attached sheets)		
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each -[]CALENDAR YEAR -[]FISCAL YEAR -[]OTHER	the ,th	end en:
[ ] Hold in the current files areamonth(s)/year(s): [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; holdyear(s)	s):	
<pre>[ ] Destroy. [ ] Transfer to State Archives for permanent retention. [ ] Destroy immediately after cut-off.</pre>		
[ ] Other: (Specify)		
( see attached sheets )		
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(Indicate briefly rationale for recommendations above/or write additional remark	(s):	
Records Management Officer (Signature) 12/5/73  OTHER REQUIRED SIGNATURES	D	ATE
26. Recommendations Agency Head/Designee in paragraph 25 [ ] Approved [ ] Disapproved ( ) ( )	181	173
are: State Auditor/Designee [V] Approved [] Disapproved	12-	11-7:
STATE RECORDS   Secretary of State/Designee /	12-1	10-73
Attorney General/Designee [V] Approved [] Disapproved RMT/Skell	i	1-73

STATE OF

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE DEPARTMENT OF ARCHIVES & MISTORY RECORDS MANAGEMENT DIVISION

PAGE 1

GEORGIA	KECOKOS TITSLASTITON STANDAKO	RECORDS MANAGEMENT DIVISION
1. 12/7/1973 2. Adency Application No. EPD-WQ 1	front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Percends Management Officer.	DEC 7 - 1973 73 -585 DEC 1 4 197
		<u> </u>
Atlanta, Georgia 3033	34	Steno III 656-4708
	, , , , , , , , , , , , , , , , , , ,	POSE OF PRESENT ACCUMULATION; FURTHER ACCUMULATION ANTICIPATE
8.Earliest & Latest Dates of Series 1930 - date	9 Exact Series Title WASTEWATER TREATMENT FA	ACILITY FILE
The Environmental Pa and improvement of t development, and the	rotection Division is responsible for the state's environmental quality three enforcement of regulatory legislation ter supply, air quality control, solice	the maintenance ough research, program on in the areas of water
11. This file contains and file arrangemen		numbers and titles, if any,

#### ATTACH SAMPLES OF THE FILE

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12.	EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		Bo. of	Dravers	Cu. Ft. of	Records
	Letter-size File Drawers	60	90	ARMUAL RATE OF ACCUMULATION	10		15	
	Legal-size File Drawers			Ficor Space Occupied (Square Feet)	2n off	10*(*)	In Storage	Area(a_
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		·		AVERAGE DAILY REPERENCES				

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QUESTIONNAIRE Place on "a" in the proper column. If answer is "Y	ES," please explain	YES NO
13. Is this the Record Copy of the series?	<b>k</b> <b>h</b> ,	£,] []
14. Is there a duplication of this series in an	other office or agency?	
15. Is the information contained in this series Attach copy of summary or publication.	• • • • • • • • • • • • • • • • • • • •	[][]
16. Does the series contain classified informat		
17. Does the series initiate, amend or terminat	· · · · · · · · · · · · · · · · · · ·	
18. Could the function be performed if the file	s were lost or destroyed?	[ ] [ ]
19. Is the series (or major portion of it) regu	larly microfilmed? If yes, why?	[][]
20. Does the record series provide data as inpu	t to an EDP file?	[][]
21. Does the record series contain documentation	on produced as EDP printout?	[][]
22. Has the Federal Government issued instructi sition of these files?	ons governing the retention/dispo	- [][]
23. Will there be a need for these records 10,	15 years from now? If yes, what?	1 []
24. REQUIREMENTS. The following requires the file	es to be kept <b>years:</b>	
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FE LAW LIMITATION PERIOD LAW (Cite Law, Statute, or other reas	W DECISION	VALUE
( see attached	sheets)	
25. AGENCY RECOMMENDATIONS. This agency recommen of each -[]CALENDAR YEAR -[]FISCAL YEAR	ds that the file series be cut of -[]OTHER	f at the end ,then:
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[ ] Transfer to State Archives for permanent [ ] Destroy immediately after cut-off.		
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(Indicate briefly rationale for recommenda	tions above/or write additional r	emarks):
Records Management Officer (Signature) Date	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations Agency Head/Designee in paragraph 25 [ ] Approved [ ] Disapproved	Alfandra.	18/6/72
are:	with M. Wis-	12.41-7
STATE RECORDS Secretary of State/Designee COMMITTEE [ ] Approved [ ] Disapproved	Carroll Hart	12-10-7
Atterney General/Designee	RATISELOND	12-11-73

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